

*Handwritten: OI Exams, 28/3/19, Assst. Secy*

ABSTRACT TAKEN FROM THE MINUTES OF THE 83<sup>rd</sup> MEETING OF THE EXECUTIVE COUNCIL HELD ON 21.01.2019 AT 11.30 A.M. IN THE COMMITTEE ROOM OF GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR.

52. Considered the guidelines for conducting Theory and Practical Examinations for Regular and Distance Education Courses as well as Entrance Tests for Physical Handicap/Disabled students at Annexure-LXXXI Pages 397-403 of the agenda).

Resolved that the above proposal be approved.

Endst.No. Conduct/2019/ 18031-58

Dated : 08.03.2019

A copy of the above alongwith the guidelines for conducting Theory and Practical Examination for Regular and Distance Education Courses as well as Entrance Tests for Physical Handicapped/Disabled Students approved by the Executive Council is forwarded to the following for information and necessary action:

1. All the Chairperson, University Teaching Departments, GJUS&T, Hisar.
2. Dean of Colleges, GJUS&T, Hisar.
3. Director/Principal of Affiliated Colleges of GJUS&T, Hisar.
4. Director, UCIC with the request to upload the same on the University website.
5. The Deputy Registrar (Academic), GJUS&T, Hisar
6. The Secretary to Vice-Chancellor (for kind information of the Vice-Chancellor), Guru Jambheshwar University of Science & Technology, Hisar.
7. Supdt. O/o Registrar (for kind information of the Registrar), Guru Jambheshwar University of Science & Technology, Hisar.
8. P.A. to COE (for kind information of the Controller of Examination), Guru Jambheshwar University of Science & Technology, Hisar.

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Deputy Registrar (Exams)

*Handwritten note:* The same may be upload on the institute website for Informate of the students under GJUS&T, Hisar.

*Handwritten note:* OI Exams. 28/3/19

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25/3/19

## PROCEEDINGS OF THE MEETING

A meeting of the committee constituted by the Hon'ble Vice-Chancellor to frame the guidelines for conducting Theory and Practical examinations for Physical Handicap students in light of the latest guidelines of Govt. of India/Haryana Government and others, if any, was held on 17.12.2018 at 11.00 A.M. in the Office of Advisor to Vice-Chancellor. Following were present:-

1. Dr. S.C. Goyal, Advisor to Vice-Chancellor
2. Dr. S.S. Dalal, Deputy Registrar (Examinations)
3. Sh. Kuldeep Singh, Assistant Professor, ECE

In the meeting all the aspects were discussed in detail in light of the following notifications:-

1. Ministry of Social Justice & Empowerment, Department of Persons disabilities Affairs, New Delhi.
2. University of Delhi, Delhi
3. CBSE, New Delhi

After discussion it was agreed to the following:-

1. These guidelines may be called as **"Guidelines for conducting Theory and Practical Examinations for Regular and Distance Education courses as well as Entrance Tests"** for students with disabilities.
2. The students having permanent 40% and above disabilities shall submit their request alongwith requisite documents to the concerned examinations authority (COE in case of University campus Examinations/Principal or Centre Superintendent in case of affiliated Colleges and Distance Education courses) at least one week prior to the examination.
3. As far as possible the examinations for students with disabilities should be held at ground floor, in an accessible building equipped with disabled friendly toilet as far as possible.
4. There should be a uniform and comprehensive policy across the University & affiliated Colleges for students with disabilities for the examinations as referred to above taking into account improvement in technology and new avenues opened to the students with disabilities.

The word "extra time or additional time" that is being currently used should be changed to "Compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use Writer/Reader/Interpreter/Lab Assistant. All the candidates with disability having the facility of scribe only may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.

6. The facilities specified below will include the following categories of students:-

- (a) Students with 100% Visual Disabilities- He/she may be provided writer and extra time as per rule will be given.
- (b) Students with Low Vision- He/she may be provided writer (if the permanent disabilities of the student may be a hindrance in his/her ability to write the examinations). Extra time as per rule will be given (where the facility of writer is availed or his/her disability may be hindrance in his/her ability to write examinations). On the request enlarged print of question papers may be provided.
- (c) Students with Orthopaedic Disability- He/she may be provided writer (if the candidate is unable to write his/her examination himself/herself). Extra time as per rule will be given (where the facility of writer is availed or his/her disability may be hindrance in his/her ability to write examinations).
- (d) Student with Cerebral Palsy and other brain related ailments that demand support system- He/she may be provided writer (if the candidate is unable to write his/her examination himself/herself). Extra time as per rule will be given (where the facility of writer is availed or his disability may be hindrance in his/her ability to write examinations).
- (e) Student with Hearing or Speech Impairment- A sign interpreter may be provided and extra time as per rule will be given.

The facilities mentioned against each category of students {at point 6 (a to e)} may be provided by the COE in case of University Campus examinations/by the Principal/Centre Superintendent of examinations in case of Colleges as well as Distance Education Courses (without obtaining the prior approval of the

University) if the candidate possess a valid permanent disability certificate issued by the Medical Board of Government Hospital as per proforma at Appendix-I. Disability certificate issued by the competent Medical authority (CMO) at any place across the country shall be accepted. The acceptable percentage of disability shall be 40% or more.

7. **Students with short term disability due to sudden injury and students with any other type of disability not covered in above categories-** The facility will be provided as per the recommendations of the CMO/University Health Centre.

In case of above (Sr.No.7) categories, the students will have to apply to the Controller of Examinations, as the case may be, for the facility he/she wants through the Principal (in case of Colleges), Chairman/Chairperson (in case of University Department). The application of the students will be forwarded to the Medical Officer of the University by the Examination Branch for his specific recommendations and the facility will be provided to the students accordingly as per norms.

8. Students, who will be eligible for Writer/Reader/Interpreter/Lab Assistant in any of the categories mentioned above, may arrange for their own Writer/Reader/Interpreter/Lab Assistant as the case may be.

In case student is allowed to bring his/her own scribe, the qualification of the scribe should be one step below the qualification of the student taking examination. The student should submit the details of the own scribe as per proforma at Appendix-II.

In case they are unable to do so, the COE/Principal/Superintendent of the Examination Centre, as the case may be, would provide the same on receipt of written request from the student (in case of permanent disability) one week prior to the commencement of the examination or one day or same day (in case of the short disability due to sudden injury) prior to the commencement of the examination. The student must be given an opportunity to satisfy himself/herself about the scribe ability to take dictation from the student.

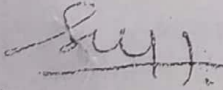
9. As far as possible the writer should be less qualified than the examinee. However, if the writer is more qualified than the examinee, the COE/Principal/Centre Superintendent of examination centre, as the case may be should ensure that the writer has not studied the subject at the higher level in which the examinee is appearing.

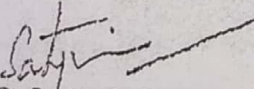
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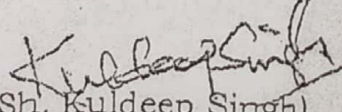
The student should be allowed to use assistive device like talking calculator (in case where calculator are allowed for giving exams), tailor frame, Braille state, abacus, geometry kit etc.

11. Where the facility of Writer/Reader/Interpreter/Lab Assistant is provided to the candidate, he/she may be assigned a separate invigilator and a separate room.
12. The fee for the Writer/Reader/Interpreter/Lab Assistant is to be borne by the University. If scribe is arranged own or provided by the University/College, the scribe shall be paid Rs. 100/- per session and the payment of remuneration to the special invigilator will be made proportionately according to schedule rate and time.
13. Writer/Reader/Interpreter/Lab Assistant must be paid on the last day of examination by the COE/Principal/Superintendent of the concerned Examination centre whether the writer has been arranged by the candidate or by University/College each centre may submit the claim bill to the University.
14. The institution must get prescribed proforma dully filled by the Writer/Reader/Interpreter/Lab Assistant and obtain the receipt of payment made to them.
15. A statement showing the particulars (such as Roll No., Name, Course, College/Department and date of Examination) of the disability category student(s) appearing at examination and who have/has been provided the facilities as above, must be sent to the COE along with scribe proforma, receipt of payment, copy of the admit card and a copy of the disability certificate of the candidate by the concerned College for the maintenance of records and to avoid future discrepancies.

If any other discrepancy come to notice other than mention above may be dealt with notification issued by Ministry of Social Justice of Empowerment, Department of Empowerment of Person with Disabilities (Divyangjan) vide letter No. OM F.No.34-02/2015-DD-III dated 29<sup>th</sup> August, 2018.

  
(Dr. S.C. Goyal)

  
(Dr. S.S. Dalal)

  
(Sh. Kuldeep Singh)

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o \_\_\_\_\_, a resident of \_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health care Institution

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual impairment- Ophthalmologist, Locomotor disability-Orthopaedic specialist/PMR).

*Scyl* *[Signature]*

Letter of Undertaking for Using Own Scribe

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_ (name of the State). My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of Writer/Reader/Interpreter/Lab Assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

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